



DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR FORCE RESERVE
4400 DAUPHINE STREET
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COMNAVAIRFORESINST 3510.2H
N3

17 AUG 2005

COMNAVAIRFORES INSTRUCTION 3510.2H

Subj: NAVAL AIR TRAINING AND OPERATING PROCEDURES
STANDARDIZATION (NATOPS) PROGRAM

Ref: (a) OPNAVINST 3710.7T

Encl: (1) Annual Unit NATOPS Evaluation Requirements

1. Purpose. This instruction outlines the procedures for implementing the requirements of reference (a) and sets forth the Commander, Naval Air Force Reserve (COMNAVAIRFORES) policy and organization concerning the NATOPS program.

2. Cancellation. COMNAVAIRESFORINST 3510.2G

3. Scope. This instruction applies to all pilots, Naval Flight Officers (NFOs), and aircrew operating Navy Reserve aircraft assigned to COMNAVAIRFORES.

4. Discussion. Reference (a) outlines the purpose of the NATOPS program, assigns responsibilities and establishes broad guidelines for its implementation throughout the Navy.

5. Definitions

a. NATOPS Evaluator. An active duty pilot, NFO, or aircrew, highly qualified in a specific model aircraft, who conducts NATOPS evaluations of NATOPS instructors and assists the model manager or evaluation unit in the administration of the NATOPS program. NATOPS Evaluators shall receive their annual NATOPS flight evaluations from other qualified NATOPS Evaluators or Assistant NATOPS Evaluators and be designated in writing by the Commanding Officer (CO) of the model manager or evaluation unit.

b. Assistant NATOPS Evaluator. An active duty pilot, NFO, or aircrew, highly qualified in a specific model aircraft, who assists the NATOPS Evaluator in performing their duties, and receives an annual NATOPS evaluation from the NATOPS Evaluator. The assistant NATOPS Evaluator may administer NATOPS evaluations to NATOPS Instructors/Assistant NATOPS Instructors, and must be designated in writing by the CO of the Model Manager or Evaluation Unit.

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C. NATOPS Instructor. A pilot, NFO, or aircrew highly qualified in a specific model aircraft, who administers NATOPS evaluations to flight crew members within the unit. The NATOPS Instructor shall be designated by the unit CO upon the recommendation by the NATOPS Evaluator/Assistant NATOPS Evaluator.

c. Assistant NATOPS Instructor. A pilot, NFO, or aircrew highly qualified in a specific model aircraft, who can administer NATOPS evaluations flight crew members within the unit. Assistant NATOPS Instructors must receive their NATOPS evaluation from either the appropriate NATOPS Evaluator/Assistant NATOPS Evaluator or squadron/unit NATOPS instructor, and be designated in writing by the unit CO.

6. Assignment of Responsibilities

a. Implementing the NATOPS program is a command responsibility. The success of NATOPS depends on the active support of all hands.

b. Before any flight phase of an evaluation, COs shall ensure that pilots, NFOs, and aircrew have successfully completed the ground training syllabus required by the NATOPS manual and COMNAVAIRFORES instructions for that particular model aircraft.

c. COs shall ensure that active support is given to the NATOPS program since standardization based on professional knowledge and experience provides the basis for the development and practice of sound operating procedures. The NATOPS program provides for the rapid dissemination of improved procedures and techniques. COs shall appoint and designate (in writing by letter of designation and in the command's primary/collateral duty notice) highly motivated, mature, and fully qualified personnel as a NATOPS/Assistant NATOPS Instructor to direct and monitor the program.

d. Those commands assigned as model managers shall:

(1) Assign pilot, NFO, and aircrew NATOPS/Assistant NATOPS Evaluators.

(2) Collect, review, and compile recommended changes to NATOPS flight manuals and recommend convening review conferences at appropriate intervals.

(3) Review applicable NATOPS publications and standardization instructions to ensure that they are correct and conform to the latest approved operating procedures.

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(4) Coordinate the efforts of other like model NATOPS programs to obtain the highest possible degree of standardization among all users.

(5) Review proposed Urgent Change Recommendations and forward finalized recommendations to COMNAVAIRFORES NATOPS per reference (a).

(6) Conduct unit NATOPS evaluations, using enclosure (1) of this instruction, and ensure standardization among all commands under their cognizance.

(7) Represent COMNAVAIRFORES at review conferences when directed.

(8) Ensure evaluators' names, ranks, and telephone numbers are kept current in the NATOPS monthly status report published by Navy Tactical Support Activity.

e. Those commands assigned as Evaluation Units shall:

(1) Assign and designate pilot, NFO, and aircrew NATOPS Evaluators/Assistant NATOPS Evaluators.

(2) Review proposed urgent change recommendations when requested by COMNAVAIRFORES and make recommendations to COMNAVAIRFORES NATOPS.

(3) Conduct unit NATOPS evaluations, using enclosure (1) of this instruction, and ensure standardization among all commands under their cognizance.

(4) Represent COMNAVAIRFORES at review conferences when directed.

f. NATOPS Evaluators shall be highly qualified pilots, NFOs and aircrew designated for a particular model. The Evaluators shall:

(1) Conduct a continuous review of existing publications, maintenance instructions, operating instructions, Navy Warfare Publications, tactical publications, and associated instructions to discover any conflicts which might exist within the NATOPS program. When conflicts are discovered, evaluators shall report the conflict, along with recommendations for resolution to the Model Manager and the activity responsible for the content of the conflicting directives.

(2) Maintain close liaison with Evaluators of similar aircraft models to correlate data, locate any areas of weakness, and recommend appropriate action.

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(3) Make recommendations to the Model Manager regarding the need for review conferences.

(4) Provide guidance and assistance to NATOPS Instructors as required.

(5) Visit and observe special exercises, tests, and projects involving new operating techniques and procedures applicable to their model aircraft. The NATOPS Evaluator is authorized direct liaison with squadrons or units within designated areas of responsibility.

g. NATOPS instructors shall be pilots, NFOs, and aircrew designated for NATOPS duties from existing allowances within a Naval Air Station (NAS) and/or Naval Air Facility (NAF), squadron, or unit for a particular model. Unit NATOPS instructors shall conduct evaluations on crew members within their units. Pilots, NFOs, and aircrew designated as NATOPS Instructors are responsible to the CO for providing the required standardized instructions, thus keeping the CO continually informed of the status of the unit's NATOPS program. Unit NATOPS Instructors are authorized direct liaison with NATOPS Evaluators for that model aircraft.

h. Squadrons/units/detachments may assign a maximum of two NATOPS/Assistant NATOPS instructors for every 15-pilot/NFO/aircrew positions assigned (one NATOPS Instructor per unit).

7. Action. Those activities/units assigned Model Manager or Evaluation Unit duties shall report the information below annually via Navy message or letter to COMNAVAIRFORES NATOPS or when a change of Model Manager/Evaluation Unit or NATOPS Evaluator occurs:

- a. NATOPS Model Manager/Evaluation unit.
- b. Rank/name of Evaluator(s) position.
- c. Unit (if different from Model Manager/Evaluator Unit).
- d. Primary billet.
- e. Model/hours in position.
- f. Evaluator's NATOPS expiration date.
- g. Command conducting evaluation.

8. Reports and Forms

a. The NATOPS Evaluation Report (OPNAV 3710/7), S/N 0107-LF-009-8000 and the NATOPS Tactical Manual Change

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Recommendation (OPNAV 3710/6), S/N 0107-LF-009-7900 are available in the Navy Supply System. Requisition stock using the NAVSUP P2002.

b. The NATOPS Model Manager/Evaluation Unit Report listed above has been assigned control symbol COMNAVAIRFORES 3510-1.

c. The NATOPS Evaluator Report contained in paragraph 5 of enclosure (1) of this instruction is assigned report symbol COMNAVAIRFORES 3510-2.

d. The Annual Unit Evaluation Listing in enclosure (1) of this instruction has been assigned control symbol COMNAVAIRFORES 3510-3.

e. The COMNAVAIRFORES reports mentioned above are approved for 3 years from the issue date of this instruction.


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Chief of Staff

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Annual Unit NATOPS Evaluation Requirements

1. Purpose. Evaluate squadron/detachment/unit/NAS/NAF/Naval Air Reserve knowledge of, and compliance with, standardization training and operating procedures and instructions for the model aircraft being evaluated. A unit evaluation shall be conducted every 18 months by the appropriate NATOPS Evaluator. Per reference (a), this 18-month cycle may be extended to a maximum of 24 months by the NATOPS Evaluator for circumstances such as extended deployments, but only for units whose previous NATOPS evaluations indicated a high degree of NATOPS program effectiveness.
2. Responsibility. Appropriate Model Manager/Evaluation Units shall propose annual unit evaluations of Naval Air Stations, Naval Air Facilities, squadrons, and units by type aircraft. Advise COMNAVAIRFORES NATOPS of proposed evaluations following calendar year inspection schedule by 31 October each year using the Annual Unit Evaluation Listing (COMNAVAIRFORES 3510-3). Direct liaison is authorized to establish the most suitable dates. Appropriate Model Evaluators shall conduct these evaluations. The evaluation should take place during a drill weekend to administer maximum number of ground examinations.
3. Conduct of the Evaluation
 - a. Open and closed book examinations must be thorough and complete, and be a valid test of the individual's knowledge of aircraft systems, limitations, and procedures. An effective NATOPS program demands that these examinations be graded fairly and impartially. NATOPS examination scores shall be recorded in NATOPS flight personnel training qualifications jackets per reference (a), appendix A. The areas and subareas depicted in the NATOPS flight manual shall be checked during the flight evaluation. Grading shall be per chapter 2 of reference (a). Emergency procedures should be evaluated in Chief of Naval Operations approved simulators when possible.
 - b. The Evaluators shall brief all available pilots, NFOs, and aircrew on the inspection and any new developments in the NATOPS program.
 - c. Administer closed and open book examinations to as many pilots, NFOs, and aircrew as practicable.
 - d. The unit evaluation shall include one or more individual NATOPS evaluations for each crew position. Evaluations shall consist of both a ground and a flight evaluation and be administered to flightcrew members selected at random. The purpose of the random evaluation is to measure overall adherence to NATOPS procedures.

Enclosure (1)

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e. NATOPS Evaluators/Assistant NATOPS Evaluators may complete individual NATOPS evaluations of NATOPS Instructors during the unit inspection.

f. Conduct a review of records and training for accuracy, adequacy and currency.

4. Critique. A critique will be held following completion of unit evaluation. The critique will be informal with the inspected unit offered adequate opportunity for questions and comments.

5. NATOPS Evaluator Report (COMNAVAIRFORES 3510-2). An informal report, prepared by the NATOPS evaluator, shall be submitted to the unit CO inspected with a copy to COMNAVAIRFORES NATOPS via the unit commander and the normal chain of command. For squadron augment units, the chain of command includes the cognizant wing commander. The report shall contain, as a minimum, the following information:

a. Unit evaluated.

b. Model aircraft.

c. Number of open and closed book examinations administered and average grade for each position.

d. Number of NATOPS evaluations conducted and grades for each position.

e. Comments/recommendations.

6. Annual Unit Evaluation Listing (COMNAVAIRFORES 3510-3). An informal report, prepared by the NATOPS Evaluator, submitted to COMNAVAIRFORES NATOPS with the following information:

a. Squadron name.

b. Date of NATOPS Evaluation.

c. Cycle.

d. Type of Evaluation.